



City of Hermosa Beach
 1315 Valley Drive, Hermosa Beach, CA 90254
 310.318-0203 - Fax 310.372-6186
 Email: lcastillo@hermosabch.org



Received By: CC
 Referred To: PW
 Date Referred: 8-23-17

Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): Shannon Nguyen		Email: snguyen@bkf.com
Address: 4675 MacArthur Court, Suite 400		Phone: (949) 526-8479
City: Newport Beach		Fax: (949) 526-8499

Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

Utility information As-Built information for storm drain, sanitary sewer, and domestic water per the area highlighted in the attached Exhibit 'A'. This information will be used for the Hermosa North School project located within the highlighted area and bounded by 26th Street, Myrtle Avenue, 25th Street, Gould Avenue, and Valley Drive.

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Signature: Shannon Nguyen Date: August 22, 2017

For Departmental Use Only:

Action Requested:	Action Taken:	By _____	Date _____
<input type="checkbox"/> Review Only	<input type="checkbox"/> Document Reviewed		<input type="checkbox"/> Non-Existent Document
<input type="checkbox"/> Copies Requested	<input type="checkbox"/> Copies Provided		<input type="checkbox"/> Other (Please Explain)
	<input type="checkbox"/> Refusal/Reason _____		

For City Clerk's Use Only:

Date Requestor Notified _____ Notified By: _____ Date Picked Up or Mailed _____

Lizanne Castillo

From: Shannon Nguyen <snguyen@bkf.com>
Sent: Wednesday, August 23, 2017 8:45 AM
To: Lizanne Castillo
Subject: Public Records Request
Attachments: Signed Public Records Request_BKF Engineers.pdf; Exhibit A.pdf

Good morning,

My name is Shannon with BKF Engineers and we would like to request utility information for storm drain, sanitary sewer, and domestic water for the Hermosa North School site in Hermosa Beach. We have attached the completed Public Records Request form as well as an exhibit for clarification. Let us know if you need additional information to process this request.

Kind Regards,
Shannon



SHANNON NGUYEN, EIT | Design Engineer

BKF Engineers
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Newport Beach, CA 92660

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EXHIBIT 'A'

We would like As-Builts of existing storm drain, sanitary sewer, and domestic water lines within this highlighted area.

